



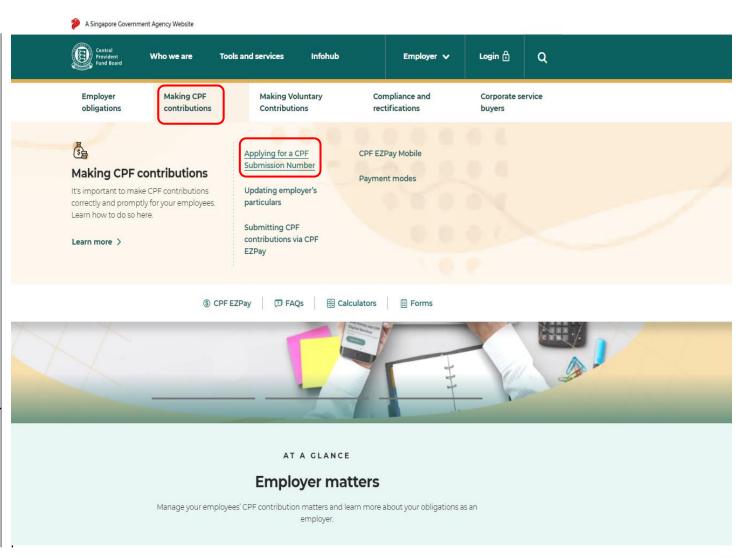
- 1) Go to cpf.gov.sg/employer
- 2) Select "Making CPF contributions"
- 3) Click "Applying for a CPF Submission Number"

For UEN registered entity

You need to set up the "CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS" e-service in the Corppass portal and assign to your authorised users before they can access the 'Apply for CPF Submission Number' online application form.

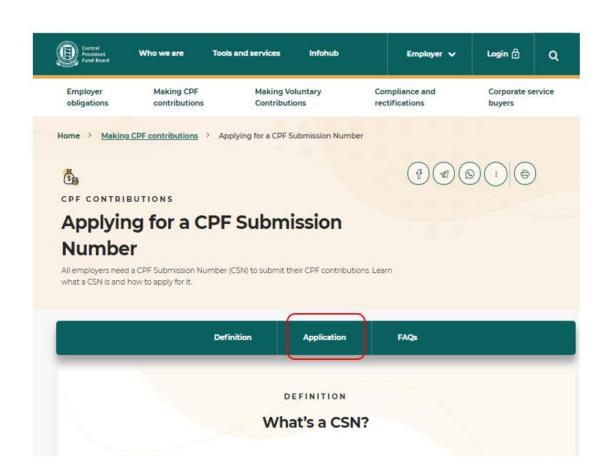
For foreign employers not issued with UEN

You must apply for a <u>Corppass</u> ID in order to apply for a CSN.



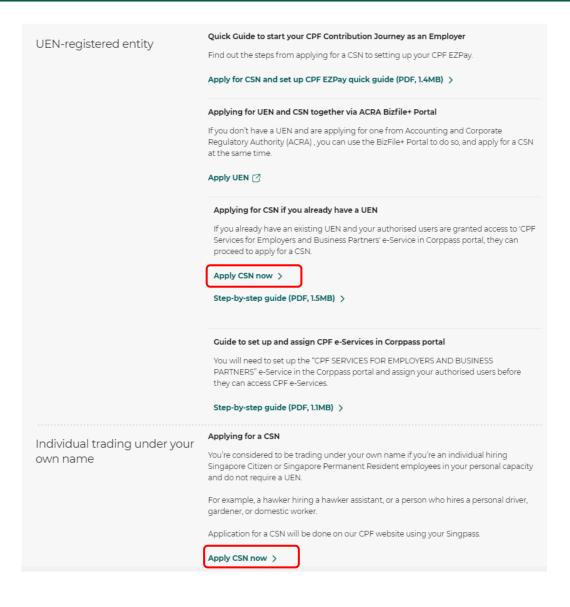


4) Click **Application**





5) Select the section applicable to you, depending on whether you are a UEN-registered entity or individual trading under your own name, and click on **Apply CSN now** >





6) Select and log in, depending on whether you are a UEN-registered entity or individual trading under your own name.

Other employer services login

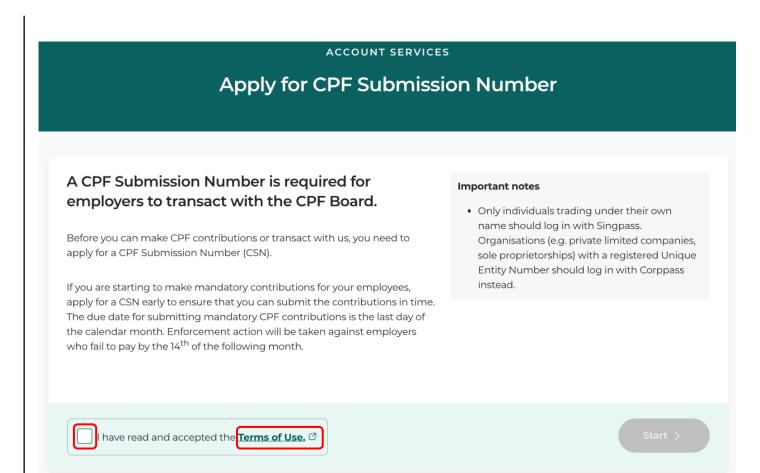






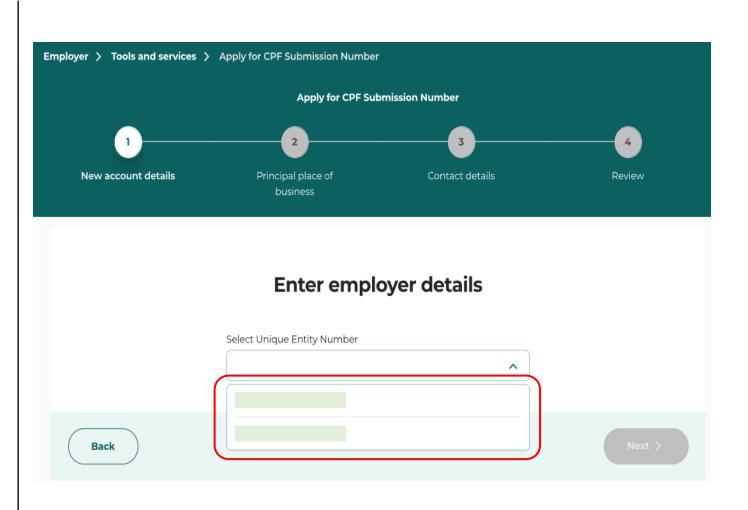
7) Read the information and **Terms of Use**. Check the box "I have read and accepted the Terms of Use."

Click Start





8) Select your Unique Entity Number from the authorised list of UENs.





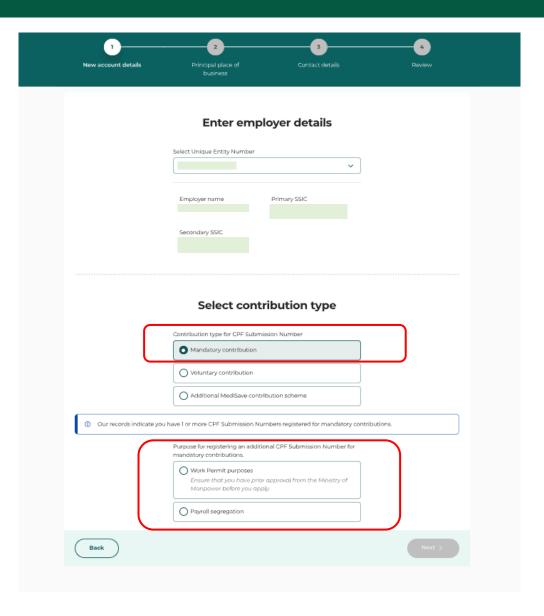
For UEN-registered entities

9) Select the contribution type 'Mandatory contribution' for the CPF Submission Number (CSN) that you are applying.

If you are registering for an additional CSN, please select the purpose.

Click Next

Note: You need to first obtain approval from the Ministry of Manpower before applying for additional CSN for Work Permit purposes.

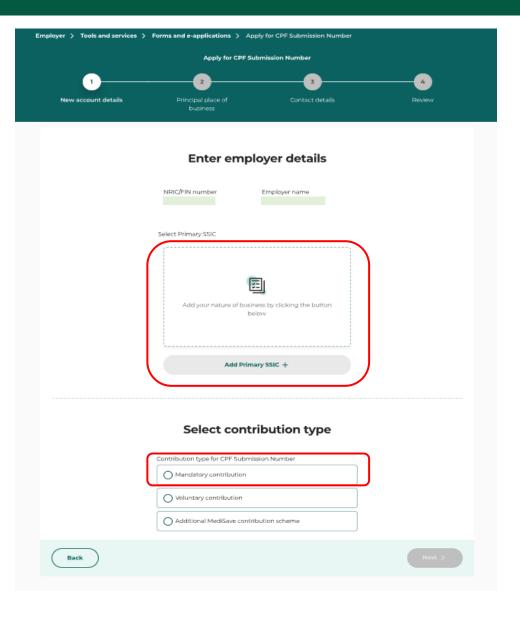




For individual trading under own name

10) For individual trading under own name, add your nature of business by clicking 'Add Primary SSIC +'.

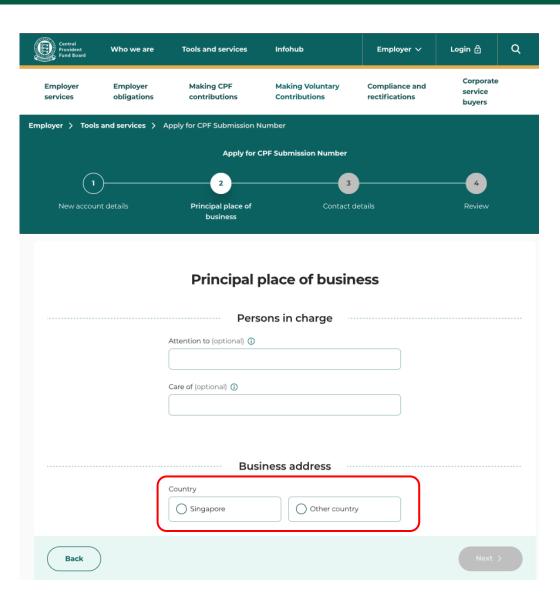
After adding your nature of business, proceed to select the contribution type 'Mandatory contribution'.





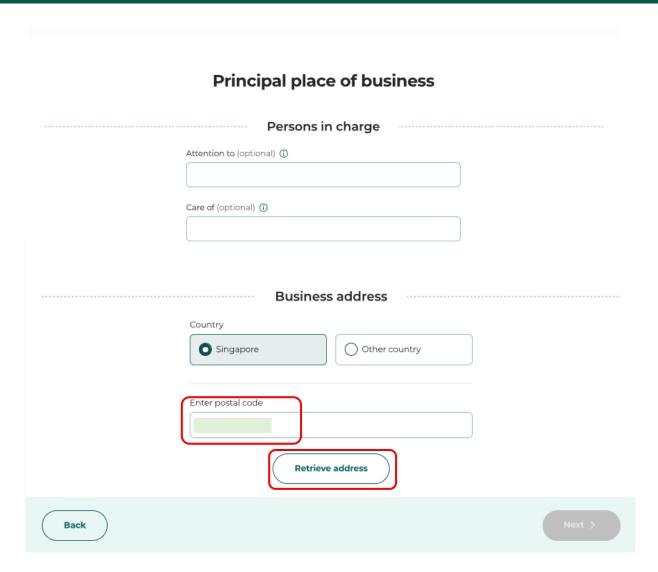
11) Indicate whether your business address* is a **Singapore** or **Overseas** address. You must update CPF Board if you changed your business address subsequently.

*This is where your entity conducts its daily operations.





12) If you have selected **Singapore Address**, enter the **Postal Code** of your business address and click 'Retrieve address'.

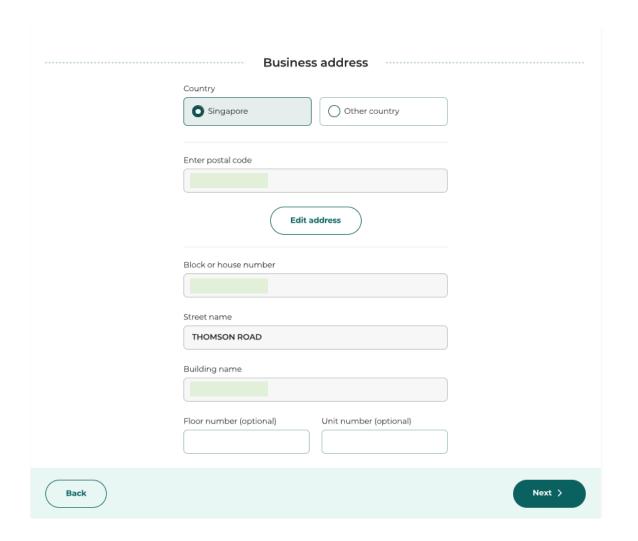




- 13) Block/House Number, Street Name and Building name (if applicable) will be retrieved and populated in the grey box.
 - For Walk-Up Apartment, you need to select the correct block number.

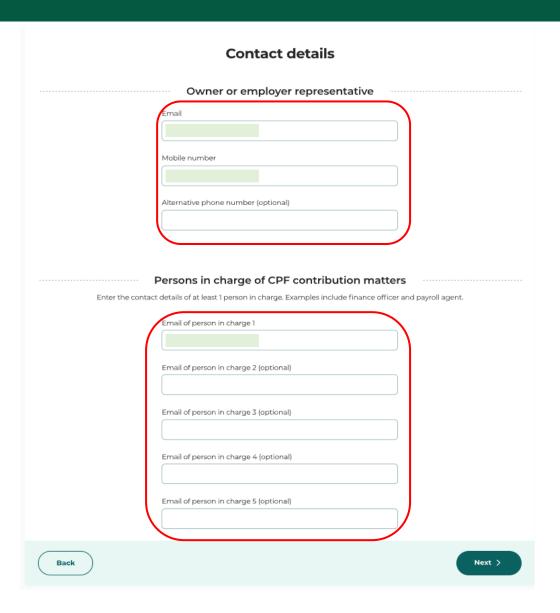
Key in both the **Floor** and **Unit Number** (if applicable).

• If the Floor Number was keyed in, the Unit Number must be keyed in and vice versa.





14) Key in the contact details of the owner or employer representative and persons in charge of CPF contribution matters.

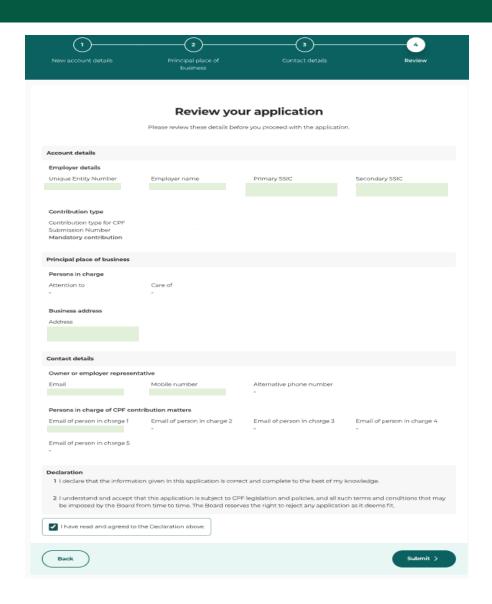




Review your application

15) Verify the details. Check the box 'I have read and agreed to the Declaration above.'

Click **Submit**





Acknowledgement

16) Once your application has been successfully submitted, the CPF Submission Number will be displayed on the acknowledgment page (see red box).

Note: Please read the messages in the grey box of the acknowledgment page before you proceed to submit your CPF contributions.

